



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-11-2002
Subchapter:	1	Forms	
Issuance:	21.37	<b>CP&amp;P Form 21-37, Receipt of Request for a Dispositional Conference/Review</b>	

Click here to view, print or complete the CP&P Form [21-37](#), Receipt of Request for a Dispositional Conference/Review, on-line.

### Instructions 3-11-2002

#### PURPOSE AND USE

The purpose of this form is to advise an appellant:

- The Administrative Review Officer (ARO) is in receipt of the appellant's request for a Dispositional Conference/Review to appeal a finding of substantiated child abuse/neglect;
- The Division may and, upon written request, shall release child abuse/neglect records and reports to any person appealing a substantiated finding of child abuse/neglect. See N.J.S.A. 9:6-8.10a, b(12);
- The ARO notifies the appellant of the outcome of the appeal decision upon completion of the Dispositional Conference/Review; and
- That he/she may bypass the Dispositional Conference/Review process and request an Administrative Hearing at the Office of Administrative Law (OAL).

#### INSTRUCTIONS FOR COMPLETING THE FORM

The ARO prepares the CP&P Form [21-37](#) using the on-line form in the computerized Forms Manual. For help completing this form using the computer, see "General Instructions for Completing a Form On-Line," in the "Introduction" section, at the beginning of the on-line Forms Manual.

The ARO completes the form as indicated below:

1. Enter the name, address and telephone number of the Area Office/Central Office unit in the letterhead section of the form.
2. Enter the date the letter is being prepared, the appellant's name and address, the hearing number directly after the letters "RE:," and the appellant's name directly after the word "Dear" in the opening section of the letter.
3. Enter the name of the Area Office/Central Office unit, the date of the appellant's request and the name of the Local Office/Institutional Abuse Investigation Unit (IAIU) in the first paragraph.
4. Enter his/her name and title in the closing section of the letter.
5. Print the letter using official agency letterhead.
6. Sign the letter and send it to the appellant within 10 business days of receiving the request.

#### DISTRIBUTION

Original	-	Appellant
Copy	-	Case record